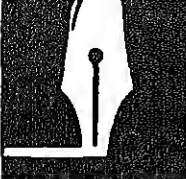




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Methods of Payment  
Financial Reporting Requirements  
Financial Reporting Forms



# ANNOTATION

The Newsletter of the National Historical Publications and Records Commission, General Services Administration, National Archives, Washington, D.C. 20468 September 1983

## Special Issue on the State Assessment Conference in Atlanta

### Evaluating the Assessment and Reporting Projects

In a gathering at the Georgia State Archives in Atlanta, representatives of historical records programs in 27 states from Massachusetts to Hawaii—met on June 24 and 25 to discuss the present state of America's documentary heritage and plan future courses of action to assure its preservation and use.

The meeting was sponsored by the National Association of State Archives and Records Administrators (NASARA) and made possible by a grant from the National Historical Publications and Records Commission (NHPRC). The purpose of the meeting was to analyze and review the self-assessment and planning projects, funded by the NHPRC, that the 27 states had just completed. These planning grants were the first in a series that, it is hoped, will permit all 50 states, the District of Columbia, Puerto Rico and the Virgin Islands to assess the condition of historical records and develop strategies for dealing with the problems they present.

The NHPRC has already made awards to 16 additional states to conduct similar assessments beginning in January 1984. One of the purposes of the Atlanta meeting was to permit the Commission to evaluate the processes employed by the first 27 states so that the 16 new state grantees will have the benefit of their experience.

The 27 Assessment and Reporting grants (often called "planning grants"), were in amounts not exceeding \$5,000 to each state. They were awarded so that the states could evaluate their own programs and plan future courses of action to improve the programs of state archives, historical societies, libraries, special research insti-

program development in their state.

Although varying widely in composition from state to state, most Boards are composed of archivists, records managers, historians, librarians, appointed and elected local officials, and other interested professionals. The information between 1975 and 1978 was one way by which the NHPRC could assure a Federal-state partnership.

(Continued next page)



records program.

The processes for administering the planning grants varied from state to state. The NHPRC distributed guidelines but permitted each state to adjust its process to one with which it felt most comfortable. Some states had well functioning advisory boards and sufficient state archival staff to support the activities of the boards. Other states had small, underfunded archives and advisory boards hampered by geographical separation or insufficient professional membership to permit them to attack the problems of the planning process.

The varieties of planning administration generally fell to one of three patterns:

1. The coordinator and board, sometimes with the assistance of task forces, administered the program, and the state archives supplied the staff to carry it out;
2. The coordinator appointed one or more staff members to administer the assessment and draft the report. That staff communicated with the board and coordinator, occasionally brought in consultants, and generally directed the project;
3. The coordinator and board hired a consultant under grant funds to survey the state, talk with the board members and institutional administrators throughout the state, and write the final report.

One of the requirements of each grant was that public meetings be held in various parts of the state to determine the concerns of the archival research community. Another suggestion was that the report be written as an educational tool for those in the state who were in position to do something to help alleviate poor records conditions. As the consultant reports revealed, the attainment of these two goals was not universal, but there were enough successful results to indicate that the goals were feasible. Therefore, they were again recommended to the states who will receive the second round of planning grants.

On Friday, June 24, representatives in attendance from 17 states were called to order by the Conference Coordinator, A.K. Johnson and welcomed by Frank C. Burke,

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improve historical records programs nationwide.

The first part of the afternoon was spent in a plenary session, moderated by Albert H. Whitaker of Massachusetts, in which the four consultants formed a panel to respond to questions of the participants, add comments that were not in their formal reports or morning presentations, and generally to participate in a group discussion of the assessment and reporting process and the state archival programs in the 27 states.

Following the plenary session, the participants divided into two groups to attend separate meetings on each of the four areas covered by the reports. In the discussion groups, each of which was conducted by a moderator, the attendees drafted lists of recommendations related to the specific area of concern of the group, i.e., state government records, local government records, historical records repositories and statewide functions and services.

On Saturday morning, the conference reconvened with Coordinator A.K. Johnson presiding. NASARA president Harry E. Whipkey provided general remarks, and the four discussion leaders from the preceding afternoon presented the texts of the recommendations formulated in each of the four areas. After comments and discussion, the full group voted on the individual recommendations as amended in the session. After lunch, the meeting shifted away from considering the assessment and reporting process and turned to a business meeting with all of the state coordinators present.



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## Consultant Report: State Government Records Programs

The first consultant report, "An Analysis of the State Government Records Programs," was prepared by Edwin C. Burke.

the archival agency over historical records outside of the archives, the inadequacies of laws for machine-readable records, and general comments on state records laws.

In all of these areas, Dr. Bridges concluded that "American state records agencies are in an impoverished condition and are currently unable to provide adequate care for their records." This contention was based on the findings of a study by George W. Bain, published in the *American Archivist* in the spring of 1983 as "State Archival Law: A Content Analysis," and from an analysis



**"In eleven of the twenty reporting states, records management and archives are located in separate agencies. In every case where this separation occurs, it is the source of major problems."**  
*Bridges*

of the planning reports. These sources, Bridges asserted, provide sufficient evidence that "current state records laws are deficient in many areas."

A significant element in these deficiencies was the placement of the archival function in the states. The study of the planning reports revealed "a hodgepodge of placement arrangements for records programs and the fact that very few enjoy the independence called for

of larger departments. As a result, the authorities of state archives are often weak. The State Comptroller holds authority over government records, with the state archivist even being consumed by other duties.

According to Bridges, confusion over state records was also evident. "In eleven of the twenty reporting states, records management and archives are located in separate agencies. In every case where this separation occurs, it is the source of major problems." His research included Minnesota, California, Iowa, Nebraska, New York, North Carolina, South Dakota, which revealed that the separation of these functions was a major problem in their states.

Continuing his discussion of inadequate state laws, Bridges found that most of the planning documents reported serious gaps in the span of records outside the archives. He noted that many states provide for passive archival functions, but not as the official repository, thus not reinforcing that function. He also noted that few states establish schedules or legal requirements for records. This deficiency is compounded even in states with strong archival laws. The initiation of such legislation to the state government, thus letting the legislature cracks the records of the legislature. As Bridges wrote: "Not only do many states claim adequate control over the records of the legislature or of the judiciary, but many universities, which are executive agencies, are also claiming adequate control over their records."

In the area of machine-readable records, Bridges found that the situation was worse than with traditional records. He noted that many states report the scheduling of machine-readable records, but none claims that the scheduling is a part of the system for preserving such records. He also noted that all state boards are concerned with the preservation of this area.

In a summary of this area, Bridges wrote: "As Albert Ray Newsome pointed out in the *Journal of American Archivists*, the legal authority 'is indispensable for the effective archival administration.' The reports indicate that forty-four percent of the comments on this fundamental principle of archival management are negative. This is a serious deficiency in the state records laws."

Bridges, only three did not specifically cite the shortage of personnel as a serious problem. Each of the seventeen others, however, reported an inability to function properly because of lack of competent personnel and used such terms as "chronic understaffing," "grossly insufficient," or "inadequate" staff. One state typified the attitude of all seventeen when it commented that "there are simply . . . too few hands."

Staffing shortages went hand-in-hand with funding inadequacies. Because of the lack of funds, half of the reporting states indicated inadequate facilities for the state's records. "One state, for instance, reports that there is no room for additional records and the limited new acquisitions are now either piled on the floor or shelved temporarily in an inappropriate location outside of the Capitol Building." Another state board reports that its archives is housed in a hopelessly cramped one thousand square foot area of a records center where temperatures vary wildly in a twenty-four hour period and from summer to winter between about 60 and 85 degrees Fahrenheit."

As a result of funding problems, shortage of personnel, and inadequate storage facilities, most state archives reported difficulty in carrying out basic archival functions of scheduling state records for retention and disposition. One major state, with what is considered an advanced archival program, reported that "it is not known what portion of the state's total records are covered" by retention schedules.

Another state reported that their accessioning work could best be described as "on-demand" and "fragmented." All but one state reported similar circumstances, with one declaring that "the majority of the state's archives remain with the agency of origin." Bridges summarized this section by stating: "The findings about our records scheduling systems reveal, in summary, that most of us do not know fully what records exist outside of the archives, and none of us is satisfied that all records of permanent value are being transmitted to the archives in an orderly fashion."

Even after records are transported to the archives, most states reported that insufficient resources have resulted in inadequate descriptive programs that make the contents of the records known to staff and researchers. One state reported that 12,000 cubic feet of records are not "available for general use" because they have been neither arranged nor described according to modern archival principles." The inevitable conclusion that

sources in those instances where there had even been such resources in the past.

Faced with deteriorating nitrate film, color photographs, magnetic tapes and other materials—all requiring different treatment—Bridges concluded: "In the areas where tangible signs of archival progress could once be seen, a general sense of hopelessness and despair prevails today."

When the report turned to reference use, it found that most archivists feel that their facilities are underutilized, considering the importance of the records. However, few feel compelled to encourage use because they are oppressed by lack of staff or facilities to handle researchers properly. The attitude of many state archivists was summed up in one report, which indicated that state archives was basking "in quiet anonymity."

In the concluding section of his report, Bridges turned to what he terms "the cycle of poverty," and compared the situation of state archives in the United States with the conditions of underdeveloped nations, in that the "pattern is usually characterized as one in which poverty creates conditions that prevent economic growth, which in turn creates more poverty, and the cycle continues in endless repetition."

The author summed up his findings of the 20 previous reports with a series of pointed statements that target the deplorable condition of the archival program at the state level.

"The image of state records administrators that emerges from these reports is of a small band of defenders surrounded by forces that threaten to overwhelm them and desperately struggling just to survive."

"Very few of us have attempted to analyze carefully the impact of our services or even to measure their costs. Many of us, in fact, do not even have sufficient control over our budgets to assign costs."

Bridges then suggested ways in which state archives might break out of the "cycle of poverty" in many of the ways that underdeveloped nations do, and he provided five recommendations for addressing the problems of state archives in the future: archival certification; development of model laws governing state records; support for the aims of the National Information Systems Task Force and the Society of American Archivists Committee on Archival Information Exchange; improved archival educational programs; and continued support of the NHPRC and its programs, while being cautious about overdependency on federal funding.

and report to the Atlanta meeting, Richard [unclear] of the City of Baltimore at the time he [unclear] report, analyzed the planning reports of 20 [unclear] area of county and municipal government [unclear] initial reaction to the reports was that "nearly [unclear] report emphasizes that few local governments [unclear] records programs. Some states character- [unclear] as complete." In one state "3,000 cubic [unclear] from the 1930's are 'piled in heaps' on [unclear] World War II quonset huts and military [unclear] another there is "a general reluctance to [unclear] anything . . . it seems preferable to throw, [unclear] onally stack noncurrent records in a base- [unclear] elsewhere than to risk public outcry at [unclear] of such records;" and, in still a third, "rats, [unclear] pigeons inhabit countless attics and base- [unclear] houses and school buildings where valu- [unclear] are stored."

Conditions at the state level, Cox stated that [unclear] cause for the inadequacy of records [unclear] the local level is the lack of trained, profes- [unclear] administrators." In one state "the county [unclear] order is mentioned literally thousands of [unclear] statute, usually in regards to some record [unclear] pass through that office. There is no corre- [unclear] late, however, dictating how long records [unclear] ned." If the 50 state archival laws are a [unclear] " as Dr. Bridges stated in his report, con- [unclear] local government level are even more [unclear] ling to Cox. He found evidence that it is [unclear] and training that are crucial to strong [unclear] ent records programs. As he put it, "Dis- [unclear] barriers, overzealous proprietary inter- [unclear] noia of some local governments might be [unclear] ensuring the management and preserva- [unclear] government records as are our more stand- [unclear] and technical concerns."

That the assessment reports generally ignore [unclear] some obvious needs at the local level: [unclear] unique problems associated with large mu- [unclear] wowed privacy legislation; and the effect of [unclear] traditional archival forms and practices. [unclear] however, that the planning process itself [unclear] of the more significant movements in the [unclear] since it is drawing attention to the needs [unclear] nment administrators and beginning the [unclear] using on solutions. Among those solutions

tion to clarify the role of the state archives, eliminate [unclear] confusing and miscellaneous statutes relating to local [unclear] government records, establish improved retention sched- [unclear] ules for local records, and establish technical standards [unclear] for records at all levels. Related to these needs, said [unclear] Cox, is the need for improved manuals and training and [unclear] the availability of local records model programs that can [unclear] be emulated. The goal, according to one state, is not to [unclear] train archivists and records managers alone, but to "in-



**"Dissolving political barriers, overzealous pro-  
prietary interests, and paranoia of some local  
governments might be as essential to ensuring  
the management and preservation of local gov-  
ernment records as are our more standard pro-  
fessional and technical concerns."—Cox**

form, educate and convince local officials that the proper [unclear] care of their records is not only good ethics but also [unclear] good business." Much of this education and conscious- [unclear] ness raising can be accomplished through cooperation

key to assisting local government in placing their records in "public local records centers, private historical societies and libraries, or in regional networks."

then turned to the planning process itself, and commented on the methods used to gather and evaluate information.

Cox faulted many of the states for the manner in which they administered the questionnaires associated with the assessment they were undertaking, but he did cite exceptions. One state, he noted: "visited every county and circuit clerk's office in the 82 counties and had professional archivists complete survey questionnaires." That state's records officials were so thorough that it was the first time in the state's history that an information gathering process of this kind had taken place, and they wanted to take advantage of the opportunity. In the end they reported that "through the efforts of the Assessment Project, the archival deficiency has been identified."

Cox also stressed that the quality of the overall planning report seemed higher when the states used special consultants in certain areas, and lower when only one consultant was hired to do most of the project work and report writing. But, regardless of the quality of the reports, Cox felt that many states missed the opportunity presented by the planning process to compile detailed data on local government records conditions and develop recommendations best suited to the state's records environment.

Cox provided recommendations based on his study

Despite the present weakness of the Assessment and Reporting Projects, they represent a fresh start and new momentum for working with local government records in the United States. If these projects have not succeeded in laying a firm foundation for archival planning, they have at least brought long range planning to the fore as an issue in the profession. . . . Perhaps the most disturbing aspect of this new interest in planning, however, is that it has developed primarily through the impetus of the NHPRC, a funding organization, and not independently via institutions as they have recognized the need.

The concluding recommendations attached to Cox's report were directed at the NHPRC, and they related to the administration of the planning grants. The recommendations included: additional emphasis on the process by which information is gathered; limiting the use of questionnaires and increasing on-site visits to local government units; more information about the character or identification of the intended audience for the planning projects, with emphasis on clarity, conciseness and attractiveness of the reports; more direct concern concerning the use of funds for data collection, generally discouraging hiring one person to do the project and encouraging full mobilization of archives staff and advisory board members; and, finally, reconsideration of the membership of NHPRC state advisory boards, for broader representation from the community of citizens concerned about records and a larger representation from local governments.

## Consultant Report: Historical Records Repositories

The next consultant to speak was William L. Joyce, Chief of the Division of Archives and Manuscripts at the New York Public Library. Dr. Joyce had studied the planning reports for their attention to historical records repositories in the states, meaning any archives or manuscript repository that was not considered to be part of a state or of a local government unit.

Cox echoed the earlier consultants' comments about rising costs, declining levels of support, growing demands for archival professionalism," and similar pressures. But, for the most part, the institutions considered

there is no similar requirement for a private historical society, museum, or other research institution. These institutions collect various materials for various reasons and almost always voluntarily. Thus, Joyce addressed the question of efficiency and service to the research community, rather than corporate responsibility. In addressing that question, he found that the reports contained numerous instances of small collections, poorly tended, in understaffed and underbudgeted institutions:

In Pennsylvania, half the 200 repositories that were surveyed have fewer than 100 cubic feet of records.

Joyce reported similar situations in other states: Georgia—over 70 repositories with less than 300 feet of material each; California—over 75 repositories reporting with budgets less than \$5,000 per annum; Hawaii—65% of reporting repositories (21 of 32) with annual budgets less than \$10,000; Kentucky—80% of reporting repositories with annual budgets of less than \$5,000; New York—over 76% (396 of 520) reporting repositories with annual budgets below \$10,000. Iowa reported most records in



**“... low use perpetuates low funding which prevents repositories from upgrading the management of their collections which might in turn increase their use.”—Joyce**

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local repositories as uncatalogued, poorly stored, and “mostly unusable.” Still, Joyce felt that at the state and local level there was energy and resolve to do something to rectify these conditions and to strengthen the programs.

Joyce’s report on historical records repositories differed considerably from those on state archives and local government records repositories because the scope of historical records repositories in the states was diverse

even though modification might have led to the development of a better questionnaire that would be attuned to the specific peculiarities of the state. Historical records repositories, broadly considered, were quite different from an older and more populous eastern state than those of the “frontier” states. As Joyce noted, a single questionnaire would subordinate these differences to a common process, and thereby skew the results. The process itself is so to speculate that the reports were written more to meet the needs of the NHPRC than to attempt to document the true condition of historical records repositories in the states. This attitude was apparent in one state. Joyce reported, “noted that it would not undertake a ‘witchhunt’ and that the report would understate the substantial accomplishments already achieved in the state program.”

As a result of these shortcomings, Joyce began with 14 recommendations with one that urged the NHPRC to require a more careful explanation of reporting relationships and plan of work for recipients of program grants in the future. Two related recommendations were for the Commission to designate some minimal required data so as to assure data-gathering uniformity nationwide; and for the Commission to clarify and standardize the data elements included in the historical records repositories questionnaire.

In analysing the planning reports themselves, Joyce found an internal contradiction: “despite an almost bewildering diversity of circumstances, remarkably similar problems allow for ready characterization of historical records programs in this country.” And, although Joyce report and the Bridges report were written independently of each other, Joyce concluded, as did Bridges, that “low use perpetuates low funding which prevents repositories from upgrading the management of their collections which might in turn increase their use.” Joyce echoed Bridges’ “cycle of poverty” theme.

Joyce’s report also provided statistics—many of an encouraging nature—on collection maintenance, notification about repository holdings, use, training of the custodians of historical collections, and, of course, the poverty level of repository budgets.

Joyce noted that more than 60% of the state archives recommended improved education facilities for repository administrators as a means of raising the level of management availability in the states. In most of the reports surveyed historical records repositories reported that they looked to the state to provide leadership in the form of facilities in the form of workshops for



ed not necessarily involve equipment or machinery, was in the nature of procedures for appraisal, arrangement and description of collections, security, reference and access provisions.

any of the reports also indicated that a priority would be the preparation of a statewide guide to historical sources, presumably to expand upon the NHPRC *Directory of Archives and Manuscript Repositories in the United States*, as was being done in Washington, New York and Kentucky. A further advance was recommended through the application of automation and establishment of automated networks for information exchange among repositories in a state, all of which implied improved cooperation and coordination among repositories and cooperative ventures such as conservation efforts, microfilming facilities, collection development projects, and information clearinghouses.

Joyce noted that the state reports were providing information that might have been suspected, but never verified. According to Joyce, it appeared that there were only a few repositories in the country that contained the bulk of the historical documentary sources in a state. In a state that surveyed 900 repositories, it was determined that 70% of the historical records in the state were in 7 institutions. In another, the state historical society contained more records than the next 97 institutions combined. A large eastern state reported that only 20 archives contained 90% of the state's historical records.

These figures led some states to suggest that smaller repositories desist from collecting and trying to manage documentary resources and defer in this regard to those repositories capable of administering such collections.

Joyce concluded his report with a number of recommendations, based on the contents of the planning reports that he had read. These recommendations related to professional leadership, cooperation and coordination, program standards, education, proliferation of repositories, documentation strategies, research needs, and procedures of the NHPRC. The substance of most of these recommendations was imbedded in the final recommendations of the meeting that were proposed the day after Dr. Joyce made his report.

## Consultant Report: Statewide Functions and Services

The final consultant's report was presented by Dr. Margaret Child, recently of the National Endowment for the Humanities but at the time of the conference a librarian at the Smithsonian Institution. Dr. Child's task was to evaluate those portions of the planning reports dealing with the availability of statewide services. Although the area of concentration was more specific than



"In many respects, the archival community is a cottage industry on the verge of an industrial revolution which will impose many of the requirements of the assembly line on what has heretofore been a remarkably idiosyncratic profession."—Child

ent in the reports was workshops, and the coverage of the gamut of archival management, from appraisal to preservation microfilming." However, Child noted that the stated needs in the planning report were traditional, and "there was little or no recognition of the fact that the competent archivist of the future might need skills, information or perceptions different from the competent archivist of the past."

Education was a two-edged sword in some state reports.

While it was acknowledged that education of archivists in required skills was necessary, some states also noted that it was necessary to educate the public in an awareness of the archives as a research source, and to educate administrators and budget officers about programmatic requirements.

Consideration of educational needs led the states to consider also the need for better mechanisms for the dissemination of information, both vertically and laterally, and the need for better professional communication about mutual problems. There was general recognition of archival isolation, even from those with whom archivists must work most closely, such as local government officials, academic historians, historical preservationists, records managers, legislators and even the general public that might benefit from the use of archival materials.

Without this communication, and without the educational base necessary to understand the broad scope of archival questions, archivists are often caught unprepared to plan and to program their activities. "Instead, everything is done *ad hoc*, in response to immediate crises or simply to the fact that it may be relatively easy to get funding to do one thing even if it is objectively less important than a number of other things."

According to Child's analysis of the planning reports, another area where there seemed to be unanimity of opinion was archival conservation. Here, too, planning, training, development of proper facilities, and regional cooperation were offered as possible avenues to improved conditions. Child found, however, that although some reports called for the establishment of information clearing houses in areas such as microfilm and preservation techniques, there was no general call for establishing professionally administered conservation laboratories where those techniques would be available for a fee. The sticking point here was not the lack of recognition of the need, but rather the assumption that archives could not support such facilities to the point where they could

measures whose correction might lead to more secure materials. Only three institutions discussed fund raising assistance and an appropriate area for state leadership. Rather than discuss service charges, use of volunteers, and staff sharing, most states placed their reliance on increased appropriations or budget allotments to provide them with increased operational capability.

Dr. Child noted that eight reports among the 20 she reviewed did not even cover the field of state services. This condition was attributed to the lack of clarity in the NHPRC instructions to the states for preparing the planning reports, and also to the general overlap that some states felt existed between state services and state records programs that were covered by the Bridges report.

Dr. Child felt that the institutions that she studied were thinking too narrowly for this section of their report: not only did they fail to identify cooperative approaches to many problems within the state, they also failed to look beyond the state line for solutions, and did not address the question of regional or national operation for mutual benefit. Additionally, Dr. Child noted that the narrowness was indicated by little or no mention of interdisciplinary cooperation or just plain borrowing from other disciplines, when the occasion warranted. This restricted view, according to Child,

reinforced the dominance of the state archive's view. In their preoccupation with political infighting within the state government, their concern for the overwhelming mass of records and the legal requirements for retaining many of them, and skewed their reports heavily in the direction of government records. This in turn encouraged a tendency to focus on narrow, specific, operational issues.

Dr. Child also took many of the states to task for their seeming lack of awareness of recent projects or activities that could affect them and improve their conditions. In the field of data exchange she noted that few reports mentioned the great advances in the library world. In the problems of appraisal and records scheduling she noted almost no awareness of such activities as the NHPRC's Massachusetts court records survey project, the MIT processing manual, the Department of Energy project, the FBI appraisal project at NARS, Helen Kin's work on appraisal, the fellowship program for appraisal studies at the Bentley Library, or the work of the Joint Committee on the Archives of Science and Technology.

handle and care for are themselves undergoing considerable change, Child stated: "In many respects, the archival community is a cottage industry on the verge of an industrial revolution which will impose many of the requirements of the assembly line on what has heretofore been a remarkably idiosyncratic profession."

Dr. Child also deplored the myopia evidenced in all but one report by the absence of any mention of editing projects as a way to preserve and disseminate documentary sources, and the lack of discussion of the "complementarity which must exist between published and non-published materials."

As in the other reports, Child saw a recurring call for leadership in the archival community within the state. She felt that the planning process itself may have had some impact in some states to begin to develop a leadership philosophy in the state historical records advisory boards. Dr. Child concluded by noting the prevalence of the leadership question through the entire exercise and suggested that "the next round of studies might well to address this issue more explicitly because the viability of statewide functions and services is inextricably intertwined with it."

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## Recommendations

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A considerable list of recommendations developed from the Atlanta meeting, hammered out in separate groups and then brought together for discussion, modification, and approval by all of the participants in a plenary session. The full list of recommendations will appear in the formal report that is to be issued later in 1983. Some of the major recommendations in each of the four areas of concern are presented here.

### *State Government Records*

- The state records program can function most effectively when the authority for archives and records management is unified in one agency.
- Where the state archives agency is separate, the state archives agency should have full statutory authority, including disposition of all state records regardless of format, medium or agency of origin.
- State records administrators should accept and support national efforts to establish programs for accreditation of state records agencies.
- State records administrators should reexamine the value and usefulness of state historical records advisory boards as engines of program development.

### *Local Government Records*

- State records laws should be strengthened to give state records programs authority over the whole life cycle of local government records. This responsibility could be established in a new office in a state agency

grams and professional organizations should be encouraged where possible.

- Standards for institutional evaluation for local government archives and active local government records offices should be established and existing standards should be refined. State records programs should implement these standards.
- Every state records agency should have an effective local records program; NASARA should work with state and local government associations at the national level while state government records officials do so at the local level.

### *Historical Records Repositories*

- State historical records coordinators and state boards should work to develop public awareness of the importance and cultural value of historical records by paying particular attention to the questions: "Why are historical records important?" and "How do they contribute to meeting current social needs?"
- The historical records community should accept and support efforts by the Society of American Archivists to establish a program of accreditation of historical records repositories.
- The historical records community should encourage the SAA to implement its proposal to approve grant archival education programs.
- "Marginal" repositories should be encouraged to provide a national network of historical records

g, development, and promotion of programs for administration of the documentary heritage within the e.

Statewide strategies should be developed for collecting historical records, and for archival education, advocacy, public awareness, conservation and other is.

Each state should develop an ongoing planning mechanism to assess current archival affairs, recommend regies and action to address problems, and promote monitor program development.

Funding agencies, professional organizations, state rdnators, and grantees should develop systems to ire maximum use of the products of pilot, model research projects.

There must be a national clearinghouse to identify, in, and make available through national, regional statewide networks, materials of broad utility.

National legislation should exist authorizing and de- ng the federal government's role in the planning,

development, and promotion of historical records gramming in the United States.

• Frameworks other than statewide should be considered in assessing and planning for common problems and cooperative solutions.

At the conclusion of the Atlanta meeting it was agreed that the recommendations of the participants be reported to the Commission, to the state boards and coordinators not present, and to the archival/records management community as a whole. Plans were advanced for publishing in the fall the consultants' papers and recommendations. New steering committee members were chosen to represent the coordinators between regular meetings. The new committee consists of John Burns, Archivist of California, chairman; Ed Bridges, Archivist of Alabama; Larry Hackman, Archivist of New York; Sue Holbert, Archivist of Minnesota; Gerald Newborg, Archivist of North Dakota; and William Price of North Carolina.

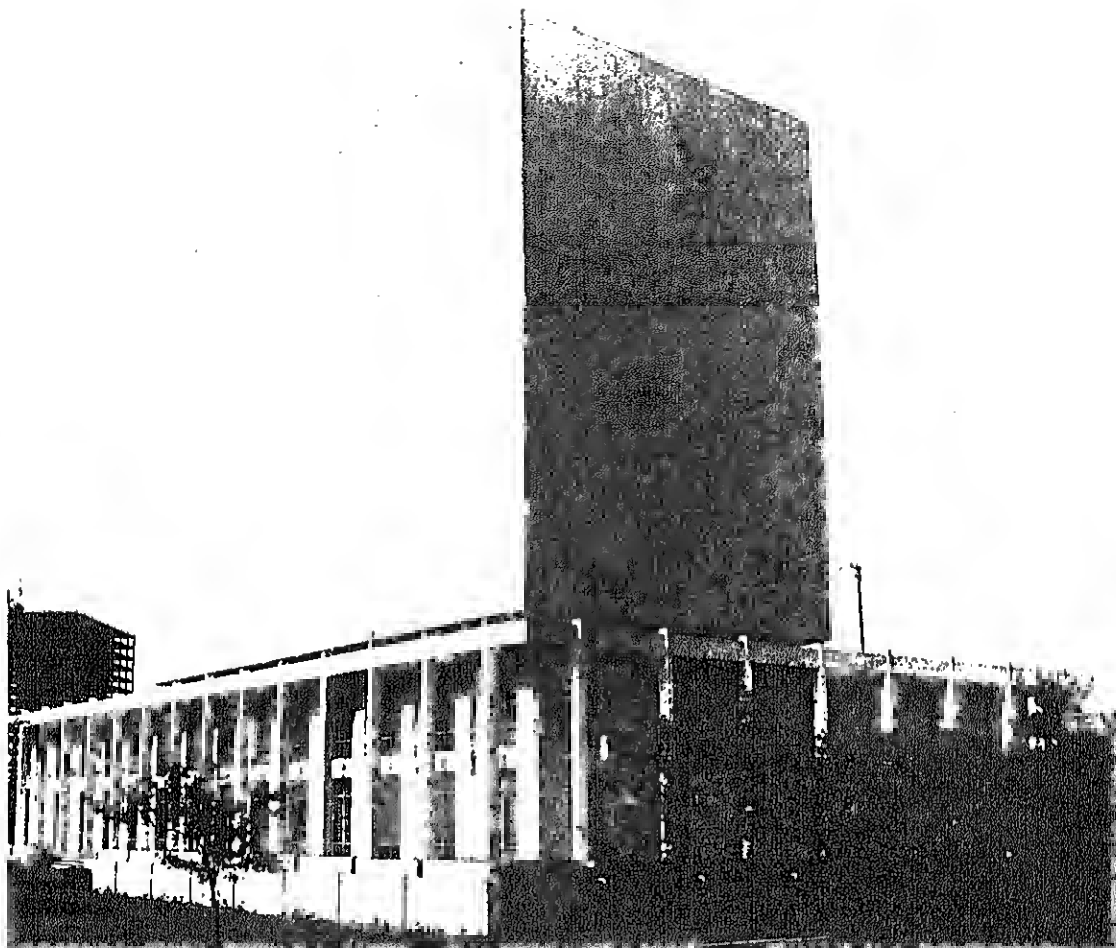
### States Representatives at the Atlanta Conference

ALASKA	John Stewart	NEW YORK	Larry Hackman
ARIZONA	Sharon G. Womack		Bruce Dearstyne
	John Irwin	NORTH CAROLINA	William Price, Jr.
CALIFORNIA	John Burns		David J. Olson
	Laren Metzger	NORTH DAKOTA	Gerald Newborg
COLORADO	Eleanor M. Gehres		David Gray
CONNECTICUT	Llyn Conrad	OHIO	Dennis East
	Mark Jones		David Levine
GEORGIA	Edward Weldon	PENNSYLVANIA	Larry E. Tise
	Lorraine Lee		Harry Whipkey
	Tony Dees		Lee Stout
	Harmon Smith	SOUTH CAROLINA	Charles Lee
HAWAII	Ruth Itamura		Charles Lesser
ILLINOIS	John Daly	TEXAS	David B. Gracy, II
	Robert Bailey		David Murrah
IOWA	Adrian Anderson	VIRGINIA	Louis Manarin
	Loren Horton		Edmund Berkeley
KANSAS	Eugene Decker	WISCONSIN	F. Gerald Ham
KENTUCKY	Lewis Bellardo		Lisa Pinkham
	Richard Belding	WASHINGTON	Sidney McAlpin
MASSACHUSETTS	Albert Whitaker, Jr.		
	Robert McDonnell		
MINNESOTA	Russell Fridley		
	Sue Holbert		

### Other Program Participants

Consultants

NASARA



The Ben W. Fortson, Jr., Archives Building, Georgia Department of Archives and History, where the first day's sessions were held.

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